

APPENDIX L
CAPITAL EQUIPMENT JUSTIFICATION

Postal commanders will ensure that their subordinates provide written justification for each piece of capital equipment worth \$1,000 or more. This statement of justification is intended to document the reasoning behind the request and substantiate the need.

Justification will be originated-in either memorandum or letter format-at the requestor's (MPO) level and signed off by the commander/commanding officer/' officer-in-charge/noncommissioned officer-in-charge. It will be forwarded to the postal commander for a statement **of validation/concurrence by** that commander or the designated representative. The postal commander will include both pieces of correspondence as part of the capital expense forecast call package to the respective JMPA for review. If the JMPA has any questions on the justification and/or validation statement(s) they will immediately attempt to resolve it with the commander concerned. If the issue cannot be satisfactorily resolved, MPSA will then intercede and make a final binding decision. The justification shall be submitted in the letter or memorandum format appropriate to the service concerned and shall include, but is not limited to, the following:

a. Category of capital equipment requested

- Capital equipment covers these categories:

° Mail processing

° Non-fixed

° Other mail handling

- Vehicles (Not now applicable to MPS)

° Mail hauling

° Law enforcement

° Other

- Customer service

° Lobby equipment

° Window service

° Self-service

- Postal support

° Administration and general support

° Maintenance equipment

° Automated data processing (ADP) equipment (not now applicable to MDS)

b. Problem definitions

c. Recommendation

d. Alternatives

e. Best alternatives

f. Justification

- State whether the justification is basically

- ^o Economic

- ^o Environmental

- ^o Safety

- ^o Service

- ^o Other (specify)

The validation statement is intended to assure MPSA and the USPS

- Of the integrity of the analysis

- That the accuracy of the data and the rationale, **logic** and conclusions are valid

- That all viable alternatives are presented

The validation statement should be clear, concise and specifically state what (if any) supporting documents were reviewed and declared accurate and that the request is forwarded with command approval.